

STATE OF WASHINGTON  
MILITARY DEPARTMENT - EMERGENCY MANAGEMENT DIVISION  
**STATEMENT OF DOCUMENTATION AND FINAL INSPECTION REPORT**

(1) Applicant	(2) Disaster No.	(3) FEMA ID No.:	(4) State Application No.:
	(5) Project Worksheet No(s):		Category

(7) Alternate Project ☐ Improved Project ☐

**CERTIFICATION**

I hereby certify that to the best of my knowledge and belief, all work and costs claimed are eligible in accordance with the grant conditions, all work claimed has been completed, and all costs claimed have been paid in full.

Date Work Completed: \_\_\_\_\_

Signature of Applicant Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No.: \_\_\_\_\_

(8) Description of work	(9) Approved PW amount	(10) Claimed costs	(11) Eligible cost incurred
Labor:			
Equipment:			
Materials:			
Contract:			
Engineering Services:			
Other, list:			
Salvage/Insurance Proceeds:	(                      )	(                      )	(                      )
Total	\$	\$	\$

Applicant Comments:

**CERTIFICATION**

The financial records for the above referenced PW have been inspected and certification is hereby made that the work has been completed according to the approved PW scope of the work.

Local Inspector (signature and Title)	Date
State Inspector (signature and Title)	Date
Applicant Agent Concurrence with Deviations (signature)	Date

White – EMD      yellow – FEMA      pink – Inspector      gold – Applicant

## COMPLETION OF FORM (APPLICANT)

Use this form to report the final claimed costs for completed work under large projects approved by the Regional Director under Public Law 91-606, as amended, or Public Law 93-288.

If provided in duplicate form, the applicant is to complete the form, retain the gold copy for their records, and submit the remaining copies to the State Public Assistance Coordinator (PAC). If this form is obtained electronically, the applicant will make three copies; submitting the original and two copies to the State PAC and retaining one copy for their records.

Block 1: Enter the name of the applicant as it appears on the Project Worksheet, i.e., King County, City of Richland, Columbia Irrigation District, Chehalis Indian Tribe, etc.

Block 2: Enter the Disaster Number, i.e., 131-DR-WA.

Block 3: Enter the Federal I.D. number from the appropriate block on the Project Worksheet, i.e., 000-FM345Z-00.

Block 4: Enter the assigned State Application Number, i.e., MD 97-7358-000.

Block 5: Enter the appropriate Project Worksheet number(s).

Block 6: Enter the Category of Work.

Block 7: Indicate whether the project was approved as an alternate or improved project.

Block 8: This block is used for reference for the next three blocks.

Block 9: For each item listed in Block (8), list the approved eligible costs from the Project Worksheet.

Block 10: For each item listed in Block (8), list the claimed costs incurred.

Block 11: State Emergency Management Division personnel will complete this block.

If work as outlined on a Project Worksheet was not accomplished, complete Blocks (1) through (7) in the manner outlined above and explain in the Comments Section why the work was not done.

Be certain the jurisdiction's Applicant's Agent signs and dates the certificate.

## COMPLETION OF FORM (INSPECTOR)

The successful completion of federal funding by FEMA on project worksheets depends largely upon (1) properly executed Project Worksheets (PWs) that clearly define eligible scope of work and costs, and (2) properly executed Statement of Documentation/Final Inspection Report (SOD/FIR). Each SOD/FIR for completed work should be accurate and detailed so that the Governor's Authorized Representative (GAR), the Regional Director, and auditors can work with the applicant with minimum delays in processing final payments.

Attach comments and recommendations on continuation sheets as necessary to complete the report. Explain briefly on continuation sheets or attachments any significant increase or decrease between claimed costs and eligible costs. Applicant's concurrence will be obtained for differences between claimed costs and eligible costs.

All deviations from FEMA approved eligible work on the Project Worksheet are to be reported and explained on attached continuation sheets. Explain cost overrun or underrun reasons fully and provide your recommendation. Also explain fully any deviations from approved scope of work.